STUDY SKILLS

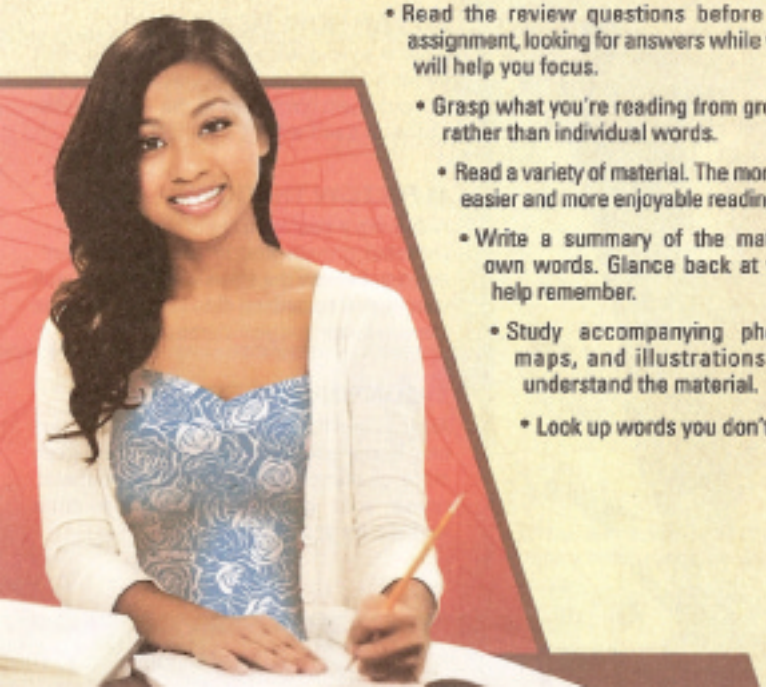
WHERE & HOW TO STUDY

Before you study, prioritize assignments on your weekly calendar pages using the system you most prefer. (Refer to the Time Management section on pages 2–3.) Once an assignment is completed, cross it off. The next time you study reprioritize your list to include new assignments. Use the following tips to get more out of your classes, accomplish more in less time, and have extra free time.

- Find a quiet place to help you focus. Listening to music or sitting in front of the TV may only distract you.
- Always study in the same place. Sit in a straight-backed chair. A well-lit area will make it easier to read and keep you alert. Open a window for fresh air.
- Make a study kit consisting of a ruler, pens, pencils, paper, erasers, paper clips, note cards, a dictionary, a calculator, and highlighters. You will spend more time studying and less time searching for supplies.
- Keep your workplace neat and clean.

READING TO LEARN

To get as much out of your reading as possible, think about what you are reading. If a section is hard to understand, stop after a few paragraphs and summarize what you've read, either aloud or in writing. If this is difficult, reread the section more slowly.



- Read the review questions before the textbook assignment, looking for answers while you read. This will help you focus.
- Grasp what you're reading from groups of words rather than individual words.
- Read a variety of material. The more you read the easier and more enjoyable reading will become.
- Write a summary of the material in your own words. Glance back at your notes to help remember.
- Study accompanying photos, charts, maps, and illustrations to help you understand the material.
- Look up words you don't understand.

LISTENING & NOTE TAKING

Use abbreviations and symbols to write faster. Keep your system simple so you can quickly understand your notes.

Listen for cues. Your teachers will often indicate which information you should record and concentrate on.

Listen for these phrases:

- "This is important."
- "Listen to what I am saying."
- "Because of this..."
- "Let's go over this again."
- "Don't forget this."
- "This will be on the test." When you hear this, write a "T" in the margin of your notes and circle it.

Listen intently. Focus on the subject that is being discussed.

- Stay alert and ask questions.
- If you don't understand, ask the teacher to explain the material differently.

Tips for taking notes:

- Use a pen or pencil that won't smudge.
- Take notes on a full sheet of paper marked with a page number, subject, and date.
- Keep same-subject notes together.
- Use highlighters or colored pencils to mark different topics.
- Record vocabulary definitions.
- Evaluate what you read or hear before writing anything.
- Keep up. If you fall behind, catch up as soon as possible.
- Draw a line down the left side of your paper about 2" from the margin. On the right, record notes. On the left, write a question that is answered by your notes. To study for a test, cover your notes and try to answer the questions.

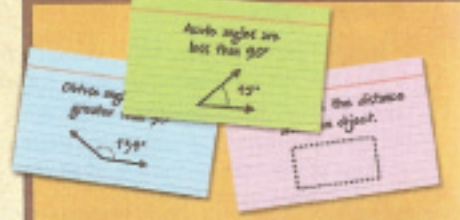
MEMORIZATION

Word Tricks. Here are several fun ideas for retaining information:

- **Ideas with the same first letter** – For example, Famous authors: Twain, Tennyson, Thoreau, Tolstoy, Tolkien,...
- **Alphabetical** – South American Countries: Argentina, Bolivia, Brazil, Chile, Colombia...
- **Word hooks** – The first letters of the Great Lakes spell **HOMES**: Huron, Ontario, Michigan, Erie, and Superior.
- **Sentence hooks** – The more creative the phrase, the easier to recall. For example, to remember when Columbus landed in the Americas, we say, "In fourteen hundred ninety-two, Columbus sailed the ocean blue."

Flashcards. Using 3"x5" index cards, print vocabulary words, formulas, dates, etc. on the front and an explanation on the back. Study the cards several times, including between classes and during your study sessions. Test your memory and score yourself. Keep practicing and watch your grades improve.

HIP TIP



Flashcards work well for:
vocabulary lists, foreign words, dates and events in history, famous people, math and science formulas, capitols, countries, etc.